

**Certified Position Description
for
PROBATION OFFICER ASSISTANT**

Introduction

This position is located in the Probation Office. The incumbent provides technical support and services to probation/pretrial services officers in a wide range of areas, including supervision of persons on probation and parole, preparation of presentence and other investigations, and pretrial services.

Representative Duties

Assists officers in the performance of all investigations (i.e., collaterals, presentence, postsentence, prerelease, etc.).

Assists officers in performing pretrial investigations, pretrial diversion and bond supervision functions.

Provides technical assistance and services in support of preparation of presentence reports.

May collect and conduct urine screens on offenders of the same gender and maintain appropriate records thereon.

Performs chemical analysis for detection of controlled substances and oversees the daily operation of the office laboratory. Prepares reports, including demographics on client population, and examines all vouchers for payment by contract programs; provides technical assistance on matters relating to the testing procedures.

Testifies, by court order, to the validity of urine testing results and explains in technical terms the procedure of analysis.

Assists in maintaining the district's electronic monitoring program (i.e., maintaining inventory of electronic monitoring equipment and arranging for service and repair; installing the transmitter to offender's body, and the installation of the receiver/dialer at the offender's home).

Observes and reports to officers on the lifestyle, personal problems and needs of offenders that become apparent during home visits or contacts with the offender, family or employer.

Supervises a select caseload of the least problematic offenders requiring frequent contacts by telephone, office visits, or visits in the field.

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Conducts record checks on various automated systems.

Assists in the development of community resources to meet the special needs of offenders.

Testifies at violation proceedings before the court or Parole Commission.

Reports all hazardous incidents encountered in the course of duty to the chief probation/pretrial services officer, the court, and the Probation and Pretrial Services Division of the Administrative Office of the U.S. Courts, as appropriate.

Where applicable, may serve as an interpreter for officers and for non-English speaking offenders or family members at interviews in the office, the field, and in correctional institutions; translating pertinent documents, as necessary.

Job Evaluation Factors

Factor 1, Job Requirements

Good knowledge of the practices and procedures used in probation and/or pretrial services processes, as well as knowledge of the administrative requirements needed to support these activities. Basic skills in supervising offenders. Good knowledge of the community in which the district is located and of resources available for client support. Ability to communicate orally and in writing. Ability to work with a wide variety of people of diverse backgrounds. Ability to use law enforcement automation systems. Where applicable, skill in foreign language.

Factor 2, Scope and Effect of Work

The incumbent's investigative and supervision skills will impact on the court's workflow, as well as on the well-being of offenders being supervised -- and ultimately the community.

Factor 3, Complexity

Compiling and analyzing pertinent information to produce accurate investigative reports, as well as to identify offender problems (personal, legal, etc.) and suggesting remedies to resolve the problems is both time-consuming and complicated. Participates in the continuous monitoring of probation/pretrial services cases, including the relationship of case events and their status, is required. Work is accomplished within tight deadlines.

Factor 4, Work Parameters

Rules, regulations, and processes and procedures are established and readily available in written operations and administrative manuals, guidelines, directives, etc. Although work is performed under direct supervision, incumbent exercises some discretion in carrying out assigned responsibilities.

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Factor 5, Personal Interactions

Daily contacts are with persons who interact with the probation/pretrial services office -- such as, other court/judicial employees, federal and local law enforcement and other agencies, and attorneys. Contacts are also with offenders, their families, and associates. The purpose of these contacts are for investigative, supervision, and court proceeding functions.

Factor 6, Environmental Demands

Work requires contact with persons with known violent backgrounds. These contacts are made in both generally controlled office settings, as well as in field supervision situations (i.e., uncontrolled or unsafe environments/neighborhoods).